



## Third Taxing District

2 Second Street  
East Norwalk, CT 06855

Tel: (203) 866-9271

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### Third Taxing District of the City of Norwalk

#### Commission Meeting

**Monday, October 15, 2018 at 7:00p.m.**

At the Third Taxing District Office, 2 Second Street, East Norwalk, CT

1. Public Comment – 15 Minute Limit
2. Minutes of Meeting – October 1, 2018 Regular Meeting – A/R (Pgs. 1-10)
3. APPA Leadership Workshop Report (Pgs. 11-19)
4. Update on T3 Transformer – Possible A/R (Pgs. 20-21)
5. 2019 Commission Meeting Schedule – A/R (Pgs. 22-24)
6. Project Summary (Tabled from 10/1/18) (Pgs. 25-35)
7. Adjourn

\*A/R – Action Required/See Attached Motion

Agenda backup material is available at the TTD office, [www.ttd.gov](http://www.ttd.gov) and will be available at the meeting.

M:\Shared\ Commission Meeting Information\Agenda 10-15-18.doc

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#### *District Commissioners*

**David L. Brown** 203-866-8099  
**Debora Goldstein** 203-252-7214  
**Pamela Parkington** 203-858-4261

Chairman  
Commissioner  
Commissioner

**Kevin Barber** 203-866-9271  
**Ron Scofield** 203-866-9271  
**Johnnie Weldon** 203-216-2652

General Manager  
Assistant General Manager  
Treasurer

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**THIRD TAXING DISTRICT**

of the City of Norwalk

Commission Meeting

October 1, 2018

**ATTENDANCE:** Commissioners: David Brown, Chair; Debora Goldstein;  
Pamela Parkington; Treasurer: Johnnie Mae Weldon

**STAFF:** Kevin Barber, General Manager; Ron Scofield, Asst. General Mgr.;  
Mike Adams, General Line Foreman

**OTHERS:** Peter Johnson (CMEEC Ratepayer Representative) (arrived 7:03 p.m.)  
Georgette Wirth Salander (Wirth Salander Home)

**CALL TO ORDER**

Commissioner Brown called the meeting to order at 7:00 p.m. A quorum was present.

**PUBLIC COMMENT**

No one from the public was in attendance to comment.

**\*\* COMMISSIONER GOLDSTEIN MOVED TO SUSPEND THE RULES AND  
CHANGE THE ORDER OF THE AGENDA AND MOVE ITEM #2 TO #4.**

**\*\* COMMISSIONER BROWN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

At 7:03 p.m., Commissioner Brown needed to be excused from the meeting for a short period of time and instructed Commissioner Goldstein to take over as Chairperson until he returned.

**MINUTES OF MEETING**

August 6, 2018 Regular Meeting

Commissioner Goldstein questioned an action item on Page 7 with regard to Norwalk 2.0 attending an upcoming Commission meeting. Mr. Barber informed her that Norwalk 2.0 has not been scheduled as yet to come to a Commission meeting, but will do so.

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Commissioner Goldstein questioned an action item on Page 8 with regard to the Strategic Planning meeting being rescheduled. Mr. Barber informed her that Commissioner Brown has not provided instruction to date.

**\*\* COMMISSIONER PARKINGTON MOVED TO APPROVE THE MINUTES OF AUGUST 6, 2018 REGULAR MEETING.**

**\*\* COMMISSIONER GOLDSTEIN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

September 18, 2018 Special Telephonic Meeting

**\*\* COMMISSIONER PARKINGTON MOVED TO APPROVE THE MINUTES OF SEPTEMBER 18, 2018 SPECIAL TELEPHONIC MEETING.**

**\*\* COMMISSIONER GOLDSTEIN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

At 7:06 p.m., Commissioner Brown returned to the meeting.

#### **DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE INDICATORS**

Mr. Barber reviewed the Financial Highlights with the Commission. Total Income was \$1,609,851, an increase of 5.13% over last year. Total Expense was \$1,717,631, an increase of 1.54% over last year. Other Income is \$151,124, a decrease of 38%. Net Income Before Rate Stabilization was \$43,344, a decrease of 48%. Net Income was \$65,260, a decrease of 64% over the previous year.

Cash Balances continue to be in good shape. The Outstanding Principal Balance with CMEEC continues to decrease with a current balance of \$3,147,547. Current Fiscal Year Capital Additions to date is \$415,570.

Mr. Barber reviewed the P&L Previous Year Comparison footnotes with the Commission.

Discussion took place around the Ice Rinks not coming back to Vets Park this year and how it might impact revenue. Mr. Barber also informed the Commission that he has reached out to Atty. Studer about an agreement made between the Ice Rinks and TTD for the lighting retrofit conservation funds that was paid out to the Ice Rinks last year. The agreement had a stipulation that if they ceased to operate or return, TTD could potentially recoup their conservation funds at a rate of 10% per year. Mr. Barber will keep the Commission informed once he hears back from Atty. Studer.

KPI's – Mr. Barber reviewed the KPI's with the Commission. Most numbers are on track at this time.

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PCA –Mr. Barber reviewed the current PCA and the forecast with the Commission. The current balance in the Rate Stabilization Fund is \$4,117,685. The target is to get it decreased to approximately \$3 million.

### **CALF PASTURE BEACH MURAL DONATION REQUEST**

Ms. Salander addressed the Commission and talked about the uncompleted mural at the beach. To finish it off they will be putting two lines of text around the mural. She has been working to obtain donations for the text which would be names of donors. She is asking Third Taxing District if they would be interested in purchasing tiles which would incorporate the name and the lighthouse from the logo.

Discussion took place about the project and Ms. Salander explained the project in more detail and how it would help to beautify the community. Sign Smarts, a district business, would be doing the graphic work for the mural. The cost would be \$400 for the tiles.

**\*\* COMMISSIONER BROWN MOVED TO APPROVE THE DONATION REQUEST IN THE AMOUNT OF \$400 FOR THE CALF PASTURE BEACH MURAL TILES.**

**\*\* COMMISSIONER PARKINGTON SECONDED.**

**\*\* TWO IN FAVOR, ONE OPPOSED (COMMISSIONER GOLDSTEIN).**

**\*\* THE MOTION PASSED 2 TO 1.**

### **PURCHASE REQUEST FOR NEW DIGGER DERRICK**

Mr. Barber told the Commission that staff had developed specifications for a new digger derrick truck. Bids were solicited from six different manufacturers and only two responded. He also reminded the Commission that this project was included and approved in the 2018-19 Capital Budget in the amount of \$200,000.

The bids received were from Altec and Terex. After reviewing the bids and demoing the equipment from each manufacturer, staff selected the Terex C4047, built by James A. Kiley Co. of Summerville, MA. The cost of this truck is \$215,405, which is over the budgeted amount.

Mr. Adams told the Commission that both manufacturers were brought on-site to review the current truck and discussed any changes that staff would like with the new truck. An Altec unit was brought on-site for a week for staff to demo. Since James A. Kiley Co. did not have a truck that they could bring on-site to demo, staff went to a UI yard to demo the Terex model.

Commissioner Goldstein raised the point of whether or not the Terex logo will be on the truck and if so, TTD should be compensated. Mr. Adams will brooch the subject with them.

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The Commission is asking staff to define where the overage of \$15,405 will be funded from within the budget. Mr. Barber informed the Commission that there are available funds as the budget had an ending balance of over \$8 million. Mr. Barber said that the upcoming paving project will be under budget by approximately \$7,000. It is expected that there will be other projects that will be under budget which will offset the overage.

**\*\* COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE PURCHASE OF THE DIGGER DERRICK TRUCK IN THE AMOUNT OF \$215,405 WITH A CONTINGENCY NOT TO EXCEED 2.5% (\$5,385.13) OVER THE VALUE OF THE QUOTE.**

**\*\* COMMISSIONER BROWN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

### **PENSION COMMITTEE REPORT**

Mr. Barber reminded the Commission that last November when they approved changes to the pension, the Pension Committee would report back to the Commission twice a year. The Committee will be meeting February and August of each year and report back to the Commission in March and September. The first report of June 7, 2018 is included in the Commission packet.

Commissioner Goldstein asked if any of the recipients have encountered any problems since the transition. Mr. Scofield said that a few of the retirees have used it and have not encountered any problems. There have been no problems with the monthly disbursements.

### **CMEEC RATEPAYER REPRESENTATIVE – CLARIFYING RESOLUTION**

Mr. Barber said that a request was received at the August 2018 CMEEC Board Meeting from Robin Kipnis, CMEEC General Counsel, that each Municipal Legislative body pass a clarifying resolution relating to the appointment of the ratepayer representative to the CMEEC Board of Directors. The intent of the clarifying resolution is to meet the requirements set forth in Public Act 17-73.

The following is the resolution being put forth to the Commission for approval:

Be it resolved that the Third Taxing District Commission hereby resolves, pursuant to Public Act 17-73, "AN ACT CONCERNING MUNICIPAL ELECTRIC UTILITY COOPERATIVES AND ESTABLISHING A MUNICIPAL ELECTRIC CONSUMER ADVOCATE," the appointment of the ratepayer representative, Peter Johnson, to the Connecticut Municipal Electric Energy Cooperative (CMEEC) Board of Directors. The ratepayer representative shall receive compensation from CMEEC in the manner and amount set forth in the CMEEC Bylaws.

**\*\* COMMISSIONER GOLDSTEIN MOVED TO AMEND THE RESOLUTION TO INCLUDE THE ORIGINAL TWO YEAR TERM OF PETER JOHNSON'S**

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**APPOINTMENT AND SUGGESTS INSERTING AFTER PETER JOHNSON, “FOR A TERM OF TWO YEARS,”.**

**\*\* COMMISSIONER BROWN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The following is the modified Resolution:

Be it resolved that the Third Taxing District Commission hereby resolves, pursuant to Public Act 17-73, “AN ACT CONCERNING MUNICIPAL ELECTRIC UTILITY COOPERATIVES AND ESTABLISHING A MUNICIPAL ELECTRIC CONSUMER ADVOCATE,” the appointment of the ratepayer representative, Peter Johnson, for a term of two years, to the Connecticut Municipal Electric Energy Cooperative (CMEEC) Board of Directors. The ratepayer representative shall receive compensation from CMEEC in the manner and amount set forth in the CMEEC Bylaws.

**\*\* COMMISSIONER GOLDSTEIN MOVED TO ACCEPT THE RESOLUTION AS MODIFIED.**

**\*\* COMMISSIONER PARKINGTON SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**\*\* COMMISSIONER GOLDSTEIN MOVED TO SUSPEND THE RULES AND ADD AN AGENDA ITEM, DISCUSS POSSIBLE ACTION WITH REGARD TO THE CITY’S PUBLIC WORKS AND PARKS & RECREATION JOINT MEETING ON OCTOBER 2, 2018 RELATING TO THE EVERSOURCE UNDERGROUNDING PROJECT FROM THE WALK BRIDGE.**

**\*\* COMMISSIONER BROWN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

#### **JOINT MEETING OF DPW AND PARKS & REC**

Commissioner Goldstein stated there had been an ad hoc joint meeting with the Shellfish Commission and the Norwalk Harbor Management Commission which had expressed concerns about the undergrounding of the Eversource cable that needs to come off the walk bridge. They’re going to do horizontal directional drilling. It’s going to go through the harbor and shellfish beds. It will also go through the recently refurbished visitor docks. There is concern that the right of way around the electric cable is going to prohibit the City from doing anything with the docks in the future, i.e., repairs, expansion or relocation without their permission. There are further concerns about the horizontal drilling going through Vet’s Park which is known to have previously been a landfill. It is not clear whether or not the land has been adequately tested.

Third Taxing District sent a formal letter to Eversource, City of Norwalk, Shellfish Commission, Harbor Management Commission, Army Corps of Engineers, CT Siting Council and CT Port Authority. The one major approval that was outstanding was a “No Objection” letter from the City of Norwalk on the Army Corps of Engineers Section 408 permit. There were verbal

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assurances from the Mayor that they were not going to provide the “No Objection” letter without further discussion of the concerns of both the Shellfish and Harbor Management Commissions.

It has come to Commission Goldstein’s attention that there is an agenda item on the October 2, 2018 meeting of the Public Works to authorize the Mayor to sign said letter and move it up to the Council. There has also been a joint meeting of DPW and Parks & Rec scheduled prior to the DPW meeting in which Eversource will present the new plan which the Shellfish and Harbor Management Commissions will not receive until late October or early November, which will be well after the Council approving that the Mayor sign the “No Objection” letter.

Due to the short notice, there is no time to craft another letter. It is the intention of Commissioner Goldstein to be at the meeting and would like to be able to speak on behalf of the third Taxing District Commission to recirculate the original letter to all the Council members. Her intention is to speak as herself, but may be asked questions in which she would need to speak on behalf of the Commission.

**\*\* COMMISSIONER PARKINGTON MOVED TO APPROVE COMMISSIONER DEBORA GOLDSTEIN REPRESENT THE THIRD TAXING DISTRICT AT ALL CITY COMMITTEE MEETINGS BEING HELD ON TUESDAY, OCTOBER 2, 2018.**

**\*\* COMMISSIONER BROWN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

### **CONCERT EVALUATION AND PROPOSAL**

Mr. Scofield told the Commission that he believed this past year’s concert season was a good season, enjoyed by many with good weather and good crowds. Mr. Scofield, in his memo to the Commission, made some recommendations that he would like the Commission to approve, including the following:

- Removal of Tuesday nights and go back to all Sundays (eight in total).
- Secure dates, book the groups and then present the confirmed schedule to the Commission. Two groups will always be grandfathered in – The Fairfield Counts and Summertime.
- Flexibility to choose the bands and different types of music based on feedback received from various concert-goers.

**\*\* COMMISSIONER GOLDSTEIN MOVED TO APPROVE MR. SCOFIELD’S RECOMMENDATIONS FOR THE CONCERT SERIES AS PRESENTED.**

**\*\* COMMISSIONER BROWN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

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### **BATTERY STORAGE RFP**

Mr. Barber reminded the Commission that at the time of the approval for the solar photovoltaic (PV) system for the East Norwalk Library, staff would be proceeding to develop an RFP for a battery storage system that would operate in conjunction with the PV system.

The RFP was developed and sent out for bids. Only two bids came in for the project - Moore Energy and Ross Solar. The two systems were close in size, but the costs differences were very much different, with Moore Energy being approximately \$24,000 more expensive. After reviewing the proposals, both companies were interviewed. Mr. Barber is recommending Ross Solar for the Battery Storage project.

The funding for the battery storage will be in part from the Renewable Resource Investment Fund (RRIF) and any remaining funds that will be needed to be taken from the Conservation & Load Management Fund (CLMF).

Mr. Barber explained to the Commission how the battery storage would work in conjunction with the PV system, as well as help TTD reduce their peak by discharging the batteries in the evening. This, in turn, will help to reduce TTD's power cost over time.

Commissioner Goldstein is recommending that once the projects at the Library are complete, that there be full blown press around the announcement, including the educational aspect.

Mr. Barber said that the installation of the solar panels is underway, but that it may not be until Spring when the batteries would be installed.

**\*\* COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE RECOMMENDED SELECTION OF ROSS SOLAR AT AN APPROXIMATE COST OF \$31,225 AND NOT TO EXCEED AN ADDITIONAL 10% OF THE BID COST AND WILL APPROVE THE DEPLETION OF RRIF AND DRAW THE BALANCE FROM THE C&LM FUND.**

**\*\* COMMISSIONER BROWN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

### **DISCUSSION OF MECA'S ANNUAL PUBLIC FORUM**

Commissioner Goldstein stated that pursuant to Connecticut Public Act 17-23, last year one of the items that was required by the legislation was for the Municipal Electric Consumer Advocate (MECA) to be funded by CMEEC. Other requirements were that the Advocate hold at least one public forum each year and that he issue public quarterly reports on his activities. He has advised that he has scheduled his yearly forum for Wednesday, October 10, 2018 at 7:30 p.m. to be held at the office of CMEEC, 30 Stott Avenue, Norwich, CT.

It was not clear from the legislation whether he's required to notify individual ratepayers. CMEEC's legal counsel has taken the position that the way it is written he only has to inform the

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five-member utilities. Because the notice came out too late in September, TTD could not put notice in their September billing and have it received by every ratepayer of the District due to the way the billing cycle works.

Commissioner Goldstein believes the Advocate is more focused on the upper portion of the State and not the lower Fairfield County area, as his press does not appear in the Norwalk papers. He does, however, post his reports online.

Mr. Barber stated that TTD will post the meeting on their website, as well as send out an email blast informing the ratepayers of the upcoming forum.

### **PROJECT SUMMARY**

**\*\* COMMISSIONER GOLDSTEIN MOVED TO TABLE PROJECT SUMMARY TO MONDAY, OCTOBER 15, 2018.**

**\*\* COMMISSIONER PARKINGTON SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

### **EXECUTIVE SESSION**

- Personnel – Performance Review

**\*\* COMMISSIONER GOLDSTEIN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS CMEEC LITIGATION UPDATE AND CMEEC INVESTIGATION UPDATE.**

**\*\* COMMISSIONER BROWN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Treasurer, General Manager and Assistant General Manager entered into Executive Session at 8:50 p.m.

The Commissioners, Treasurer, General Manager and Assistant General Manager returned to public session at 9:14 p.m.

**\*\* COMMISSIONER BROWN MOVED TO APPROVE THE GENERAL MANAGER, KEVIN BARBER, TO CONTACT LABOR COUNSEL, CHRIS HODGSON, TO PREPARE AN ADDENDUM TO MR. SCOFIELD'S EMPLOYMENT CONTRACT REFLECTING AN INCREASE OF 3% TO HIS ANNUAL SALARY AND ADDING A ONE YEAR EXTENSION TO HIS EMPLOYMENT CONTRACT, THROUGH JUNE 8, 2021.**

**\*\* COMMISSIONER GOLDSTEIN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

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**ADJOURNMENT**

**\*\* COMMISSIONER GOLDSTEIN MOVED TO ADJOURN.**

**\*\* COMMISSIONER PARKINGTON SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Cynthia Tenney  
Executive Assistant  
Third Taxing District

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MOTION FOR MINUTES

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) REGULAR MEETING.

OR

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) REGULAR MEETING AS CORRECTED.

## 2018 APPA Leadership Workshop Report

From Wednesday, October 3<sup>rd</sup> to Friday, October 5<sup>th</sup>, I attended the APPA Public Power Leadership Workshop held in Orlando, Florida. The workshop was part of the APPA's Fall Institute and provided me the opportunity to network with 45 industry professionals from utilities of varying sizes from across the continental United States and as far away as Saipan.

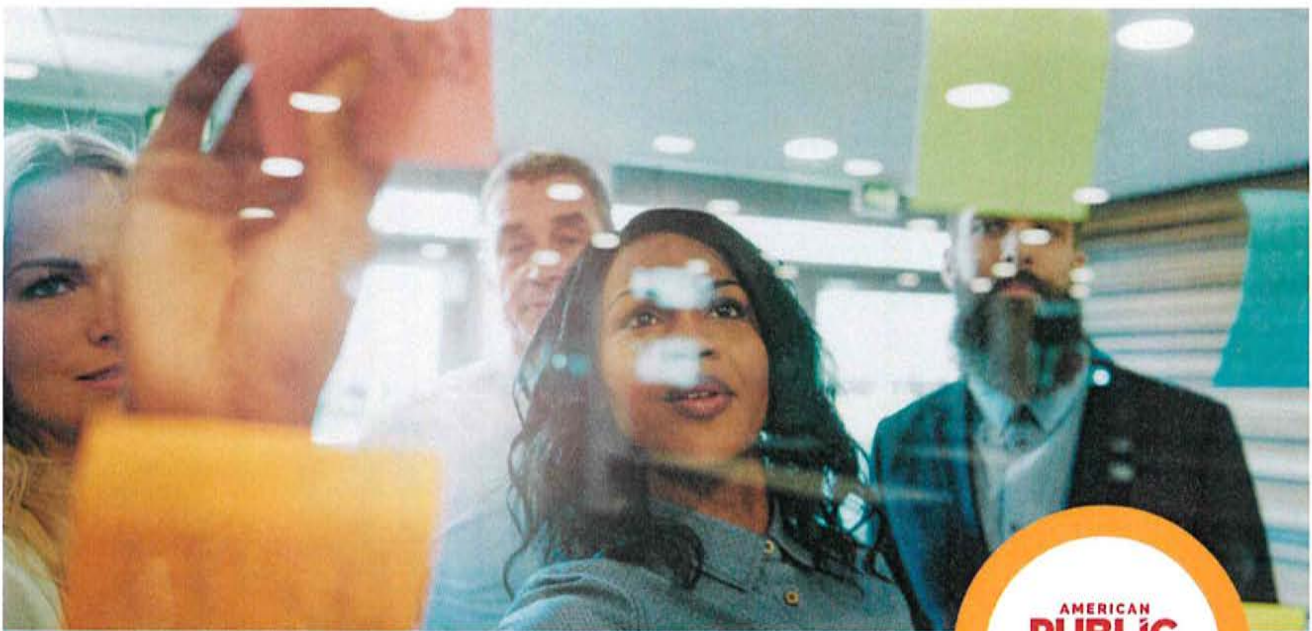
The workshop was divided into five different sessions that provided a well-rounded approach to leadership. Each session was designed to develop an individual learning plan that each participant could utilize for their own utility. Roundtable discussions were an important component of the workshop that allowed participants to freely discuss issues that are affecting their utility.

The five sessions were as follows:

- **Leading in a Time of Change:** Session discussed leadership and what makes a good leader. In times of change in the utility industry, the leader sets the direction, roles, responsibilities and the tone for the organization.
- **Understanding the Changing Business Environment: Our Industry's Outlook for the Future:** Interesting session on how to identify the trends that are driving the change in the industry and how they affect our utility.
- **Financial Operations and Performance Planning for Management:** Discussion on financial basics, rates, risk management and the effect of emerging technologies on the industry.
- **Working Effectively with Your Governing Body:** Session focused on the relationship between the management team and the governing body and the roles for each. Information and discussion on employee evaluations was also very interesting and informative.
- **Transforming Departments and Culture:** Session focused on the process of change and how utilities can effectively manage the change process. Emerging technologies is an issue that most utilities are struggling with.

Attached is a copy of the conference sessions for your review. If you would like any of the material from the sessions, please let me know and I would be happy to forward you the presentations.

The Leadership Workshop was also an excellent opportunity to meet and network with industry professionals from utilities of various sizes. I would like to thank the Commission for the opportunity to attend this informative and worthwhile workshop.



# PUBLIC POWER LEADERSHIP WORKSHOP

October 3–5, 2018 | Orlando, Florida

**EVOLVE YOUR LEADERSHIP  
STRATEGY WITH THE TIMES**

JOIN EXPERIENCED, NEW, AND  
ASPIRING PUBLIC POWER LEADERS  
FOR A GROWTH EXPERIENCE

# EXPLORE, EXPERIENCE, & ENGAGE

**N**ew technologies and lifestyles, changing load patterns, legislative and regulatory changes, and changing customer and workforce demographics are introducing new challenges to your already demanding job as a public power leader. Get help tackling the tough issues. Join the thought leaders, outstanding industry executives, and your peers to envision the future of our industry and see how you need to evolve your leadership strategies, skills, knowledge, and techniques to steer your utility to success in a time of change.

From strategic planning and change management to financial performance and board governance, join us for an in-depth exploration of the key issues over two-and-a-half energizing days.

Engage in exercises and group discussions to identify challenges and brainstorm solutions. Learn how others are tackling the issues that keep you up at night and leave with a personal action plan.

## Who Should Participate

- General managers and CEOs (especially those new to their jobs)
- Managers and those on track for executive leadership positions
- Board members and others involved with senior leadership



# AGENDA

## WEDNESDAY, OCTOBER 3

8:30 – 9:30 a.m.

### Welcome, Introductions, and Challenges of Strategic Leadership

Tim Blodgett, President & CEO, Hometown Connections, Golden, Colorado

9:30 a.m. – Noon

### Leading in a Time of Change

Recommended CEUs .3/PDHs 2.5/CPEs 3  
Field of Study: Business Management & Organization

As the energy industry continues to evolve, public power leaders need to manage change in multiple areas — power supply, human resources, customer service, policy, and environmental requirements. Learn how you can respond to the pressure for improved performance while you effectively set organizational direction, define appropriate roles and responsibilities, direct and motivate staff, and work with your governing board or city council.

John Twitty, Executive Director, TAPS – Transmission Access Policy Study Group, and retired General Manager, City Utilities of Springfield, Missouri

Noon – 1:30 p.m.

### Lunch

(on your own)

1:30 – 4:30 p.m.

### Understanding the Changing Business Environment: Our Industry's Outlook for the Future

Recommended CEUs .3/PDHs 3/CPEs 3.6  
Field of Study: Specialized Knowledge

You cannot set strategic direction for your utility in a vacuum. Learn how you can factor in broad economic, political, and social trends; competitor strategies; customer expectations; new technologies; and environmental challenges into your strategic planning. Gauge industry changes — in power supply, energy policies, distributed energy resources, renewables, cybersecurity mandates, and more. Discuss the impact of changes on your utility and your role in creating a roadmap for the future.

Girish Balachandran, CEO, Silicon Valley Clean Energy, and former General Manager, City of Riverside Public Utilities, California

4:30 – 5:30 p.m.

### Networking Reception

(hors d'oeuvres and drinks provided)

## THURSDAY, OCTOBER 4

8:30 a.m. – Noon

### Financial Operations and Performance Planning for Management

Recommended CEUs .4/PDHs 3.5/CPEs 4.2  
Field of Study: Finance

Learn how to track financial and operational data that indicate organizational health. See what key measures and metrics you can monitor and review on a regular basis to ensure the fitness of your utility on all fronts. Understand how to use enterprise risk management tools, implement processes for budgeting and long-term financial planning, and learn to assess revenue and cost recovery requirements.

Phyllis Currie, Executive Consultant, Hometown Connections, and retired General Manager, Pasadena Water & Power, California

Noon – 1:30 p.m.

### Lunch

(on your own)

1:30 – 3:30 p.m.

### Working Effectively with Your Governing Body

Recommended CEUs .2/PDHs 2/CPEs 2.4  
Field of Study: Management Advisory Services

The quality of your relationships with your city council or utility board members frames your effectiveness as a leader. Discuss how to develop robust working relationships with your governing body. Understand the distinct roles of executives and the board in building a productive and positive organizational culture. Learn how to communicate effectively to foster an environment of strategic thinking and action. Review shared responsibilities to monitor utility performance and report to community stakeholders.

Tim Blodgett, President & CEO, Hometown Connections, Golden, Colorado and Phyllis Currie, Executive Consultant, Hometown Connections, and retired General Manager, Pasadena Water & Power, California

3:30 – 4:30 p.m.

### Group Discussion and Strategic Leadership Action Plan Development

## FRIDAY, OCTOBER 5

8:30 a.m. – Noon

### Transforming Departments and Culture

Recommended CEUs .4/PDHs 3.5/CPEs 4.2  
Field of Study: Personal Development

As utilities respond to industry changes and strategize on how to remain competitive, workplace culture is one of the most important factors to address. Learn how one public power utility department was transformed and modernized through strong leadership, technology, planning, and best practices. Discuss ways to bring about cultural transformation to a department, function, or the utility itself (regardless of size and resources). Review the challenges and benefits of transformation and obtain a roadmap for your process.

Laura Varn, President, Laura Varn & Associates, Charleston, S.C.

Noon

### Workshop Adjourns

“Amazing interaction with industry leaders and great networking opportunities—truly a career enhancing experience.”

Joel Eves, Power Department Director  
Lehi City, Utah



# REGISTRATION AND HOTEL INFORMATION

## FOUR WAYS TO REGISTER

1. Register online at:  
[www.PublicPower.org/FallInstitute](http://www.PublicPower.org/FallInstitute)
2. Fax your registration to 202/495-7505
3. Scan and email a registration form to:  
[Registration@PublicPower.org](mailto:Registration@PublicPower.org)
4. Mail your registration form and payment to the Association's bank lockbox:  
  
American Public Power Association  
P.O. Box 418617  
Boston, MA 02241

### Registration Fees

Registration received on or before Sept. 10. Prices increase by \$50 after this date.

Association Members	\$745
Nonmembers	\$1,490

### Cancellations/No-Show/Refunds/Substitutions

Registrants who cancel in writing on or before Sept. 24, 2018, are entitled to a refund of their registration fee, minus a \$50 cancellation fee. Registrants who cancel after Sept. 24, will not receive a refund, but attendee substitutions will be allowed for this event only. Registrants and no-shows who do not cancel by Sept. 24 are responsible for the full registration fee and are not entitled to a refund.

Cancellations must be made in writing and emailed to: [Registration@PublicPower.org](mailto:Registration@PublicPower.org).

### Hotel Information

Hyatt Regency Orlando  
9801 International Drive  
Orlando, Florida 32819

### Reservations

Call the hotel directly at 888-421-1442 and mention APPA or visit [www.PublicPower.org/FallInstitute](http://www.PublicPower.org/FallInstitute) to make reservations online.

### APPA Room Rate

\$229 Single/Double (plus tax)

### Room Rate Cut-off Date

September 10, 2018

Please note: rooms may sell out prior to Sept. 10, so please make your hotel reservations early.

### Location

The workshop will be held, in conjunction with the Association's Fall Education Institute, at the Hyatt Regency Orlando. The hotel is located 13 miles from the Orlando International Airport (MCO). Please contact the hotel for transportation options.

### Travel Arrangements

Travel arrangements and costs are the responsibility of the participants (including hotel parking, wifi, incidentals, etc.). The Association will not reimburse for changes in travel expenditures regardless of the cause, including the cancellation of a course, meeting, or workshop.

### Confirmations

Confirmations will be sent via e-mail.

### Meals

Beverage breaks are included in the registration fee. All meals are on your own.

### Questions?

Contact [EducationInfo@PublicPower.org](mailto:EducationInfo@PublicPower.org) or call 202/467-2921.

# EARN WHILE YOU LEARN!

Earn Continuing Education Units (CEUs), Professional Development Hours (PDHs), and Continuing Professional Education credits (CPEs), while learning from seasoned professionals with extensive public power experience.

## Continuing Education Units



The American Public Power Association (APPA) is accredited by the International Association for Continuing Education and Training (IACET) and is authorized to issue the IACET CEU.

## Professional Development Hours

The Association's educational practices are consistent with the criteria for awarding Professional Development Hours (PDHs) as established by the National Council of Examiners for Engineering and Surveying (NCEES). Course eligibility and number of PDHs may vary by state.

## Continuing Professional Education Credits



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# ABOUT US

The American Public Power Association is the voice of not-for-profit community-owned utilities that power 2,000 towns and cities nationwide. We represent public power before the federal government to protect the interests of the more than 49 million people that public power utilities serve, and the 93,000 people they employ. Our association advocates and advises on electricity policy, technology, trends, training and operations. Our members strengthen their communities by providing superior service, engaging citizens, and instilling pride in community-owned power.

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## Third Taxing District

2 Second Street  
East Norwalk, CT 06855

Tel: (203) 866-9271  
Fax: (203) 866-9856

### Memorandum

**To:** TTD Commissioners  
**From:** Kevin Barber – General Manager  
**Date:** October 10, 2018  
**Subject:** T3 Transformer Project Update

This memorandum is being provided to the Commission to update you on the status of the T3 Transformer replacement project. This project was approved as part of the FY2017-2018 capital budget in the amount of \$600,000. This project has not been without issues.

Throughout the project we have experienced the following issues relating to the purchase of the new transformer.

- 1) Delay in the manufacturing of the new transformer due to a shortage of “core steel.” This caused a delay of two months in manufacturing of the transformer and a delay in the witness testing of the new transformer.
- 2) Second delay in the manufacturing process was due to a problem installing the core and coil assembly in the tank. This caused a one-month delay in the manufacturing process and a second delay in the witness testing.
- 3) Following the delivery of the transformer on July 31, 2018, the transformer was set in place at the East Ave substation. TTD then had an independent testing company, SNEET (Southern New England Electric Testing Co.), perform testing on the transformer. The test results showed a failure of the multi-ratio current transformer (CT) on the 4,160-volt center phase bushing. The test results were sent to the manufacturer of the transformer, ABB, and confirmed. We have started the discussions with ABB on having the problem resolved.

We have also experienced some difficulties on the engineering side of this project. Along with the purchase of the new T3 transformer, this project also included a new circuit switcher that was to be installed on the transformer. The circuit switcher would replace an older style MOD (motorized operated disconnect) switch and would provide more efficient operation of the transformer. As the project developed, issues arose with the new switch and the installation on the new transformer.

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#### *District Commissioners*

David L. Brown 203-866-8099  
Debora Goldstein 203-252-7214  
Pamela Parkington 203-858-4261

Chairman  
Commissioner  
Commissioner

Kevin Barber 203-866-9271  
Ron Scofield 203-866-9271  
Johnnie Weldon 203-216-2652

General Manager  
Assistant General Manager  
Treasurer

Information required by TTD for the installation of the new switch was difficult to receive and design of the installation became difficult and expensive. With operation of the switch and safety a priority, Mike Adams and I met to discuss the direction of the project. The result of our meeting was a change in the engineering firm used for this project. The new engineering firm, Booth Associates, has proposed a different switch be installed on the new transformer. The new switch would allow for the installation in an effective and safe manner and would still meet the operational needs of the new transformer. After reviewing the specifics of their recommendation, both Mike Adams and I agreed to proceed with the change in switch.

The result of this change is the need for the purchase of a new switch for the project. TTD had previously purchased a new circuit switcher that will not be used on this project. It is our plan to utilize this switch on a transformer at the Rowan Street substation that is more suitable for this implementation. I am recommending the cost of the new switch be placed in a "work in progress" account and held until the Rowan Street project is budgeted and set to proceed.

The combination of issues with the transformer and the change in engineer and switch has caused an extended delay in this project that was not expected. We are extremely frustrated with the issues relating to the transformer and are working to advance an acceptable solution with the manufacturer.

Mike Adams and I will be available at Monday night's meeting to discuss this project and address any questions you may have.



## Third Taxing District

2 Second Street  
East Norwalk, CT 06855

Tel: (203) 866-9271

Fax: (203) 866-9856

### THIRD TAXING DISTRICT 2019 COMMISSION MEETING SCHEDULE

Monday	January 7, 2019
Monday	January 28, 2019
Monday	February 11, 2019
Monday	March 4, 2019
Monday	April 1, 2019
Monday	April 15, 2019
Monday	May 6, 2019
Monday	June 3, 2019
Monday	June 17, 2019
Monday	July 1, 2019
Monday	August 5, 2019
Monday	August 19, 2019
Monday	September 9, 2019
Monday	October 7, 2019
Monday	October 21, 2019
Monday	November 4, 2019
Monday	December 2, 2019
Monday	December 16, 2019

Annual Meeting – Wednesday, March 6, 2019

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#### *District Commissioners*

<b>David L. Brown</b>	203-866-8099	Chairman	<b>Kevin Barber</b>	203-866-9271	General Manager
<b>Debora Goldstein</b>	203-252-7214	Commissioner	<b>Ron Scofield</b>	203-866-9271	Assistant General Manager
<b>Pamela Parkington</b>	203-858-4261	Commissioner	<b>Johnnie Weldon</b>	203-216-2652	Treasurer

# 2019

January						
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22	23	<del>X</del>	<del>X</del>	26	27	28
29	30	<del>X</del>				



MOTION FOR VOTE ON 2018 COMMISSION MEETING SCHEDULE

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE 2019

COMMISSION MEETING SCHEDULE AS PRESENTED AT THE OCTOBER 15, 2018

COMMISSION MEETING.

**THIRD TAXING DISTRICT**  
**PROJECT SUMMARY REPORT**  
**FY 2018-2019**

## THIRD TAXING DISTRICT – PROJECT SUMMARY

UPDATED: SEPTEMBER 30, 2018

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
1)	A-Base Meter Replacement Program	<ul style="list-style-type: none"> <li>In progress – with Meter Department</li> </ul>	On-Going – until all A-Base meters have been replaced	<ul style="list-style-type: none"> <li>February 2018 – No A-Base Meters have been installed since the summer, but there remains 108 meters that still need to be replaced in the Distribution System.</li> <li>Working with staff to understand the A-Base meter issue and develop a plan.</li> <li><b>August 2018 - No A-Base replacements during the month.</b></li> <li><b>September 2018 – One A-Base replacement during the month.</b></li> </ul>
2)	Customer Service/ Management Training Program	<ul style="list-style-type: none"> <li>Training throughout the year based on training opportunities and employee schedules.</li> </ul>	On-Going	<ul style="list-style-type: none"> <li>October 2017 – Tricia Dennison and Rachel Saunders attended “Developing Emotional IQ” seminar.</li> <li>Kevin Barber attended APPA Annual Conference in June</li> <li><b>K Barber to attend APPA Leadership Workshop</b></li> </ul>
3)	Succession Planning Process	<ul style="list-style-type: none"> <li>Complete with periodic review</li> </ul>	On-Going	
4)	Radio-Read Meter Upgrade	<ul style="list-style-type: none"> <li>Approximately <b>93%</b> of the system has been completed</li> </ul>	Multi-year program beginning in 2015. Will continue until completed	<ul style="list-style-type: none"> <li><b>August 2018 – Installed 3 radio-read meters for a total of 3,514 to date or 92% of the system.</b></li> <li><b>September 2018 – Installed 14 radio-read meters for a total of 3,528 to date or 93% of the system.</b></li> </ul>

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
5)	Upgrade Fleet Vehicles	<ul style="list-style-type: none"> <li>Purchasing/Leasing Vehicles in accordance with Five-Year fleet replacement schedule.</li> </ul>	On-Going	<ul style="list-style-type: none"> <li>Digger Derrick truck to be replaced in FY 2018-19</li> <li>Line truck to be refurbished in FY 2018-19</li> <li>Chevy Equinox, lease complete in FY 2018-19, vehicle to be purchased</li> <li><b>Request for approval for purchased of Digger Derrick truck included in Oct 1 meeting</b></li> </ul>
6)	I/T System Modifications	<ul style="list-style-type: none"> <li>On-going to create greater efficiencies wherever possible</li> </ul>	Periodic updates as necessary	<ul style="list-style-type: none"> <li>Upgrades to Microsoft Office and email systems completed in June</li> </ul>
7)	Conduct Cost of Service/Rate Study with Periodic Updates	<ul style="list-style-type: none"> <li>Initial rate study conducted in 2013 with results implemented in October 2014.</li> <li>Update/"Tune-Up" completed in July 2016</li> <li>Cost of Service Study on security lighting began in June 2016</li> </ul>	Security light cost of service study completed in October 2016.	<ul style="list-style-type: none"> <li>Need to determine status of Security Light rates and if they have been implemented.</li> <li>Street Lighting COS Study dated Sept. 29, 2016 has been located. Study is being reviewed by Staff to determine if it was completed. Will be forwarded to Commission.</li> <li>Initial discussion held with UFS regarding cost of service study.</li> <li><b>Reviewing proposal provided by UFS</b></li> <li><b>UFS Proposal accepted and executed</b></li> <li><b>Staff compiling data requested by UFS</b></li> </ul>

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
8)	Strategic Planning Process	<ul style="list-style-type: none"> <li>To be presented to Commission at the Feb 1, 2016 meeting</li> <li>Presented and Approved at the Feb 1, 2016 meeting</li> <li>Initial sessions were conducted with the Staff and Commission on May 18 and 19</li> <li>Follow-up meetings have been scheduled with the Staff and Commission for Aug 16 and 17</li> <li>Meetings have been scheduled with the Commission and Staff on Sep 27</li> <li>Future meetings are being scheduled with Commission and Staff</li> <li>A follow-up meeting has been scheduled with the Commission for Nov 15.</li> </ul>	<ul style="list-style-type: none"> <li>Begin in 1<sup>st</sup> Qtr 2016.</li> <li>Work continues into 2017 as necessary</li> </ul>	<ul style="list-style-type: none"> <li>May 2017 – The following activities took place during the months April/May:               <ul style="list-style-type: none"> <li>A special commission meeting was held on Apr 10<sup>th</sup> to work on the charter revision, by-laws and vision statements. Steve Vandermeer facilitated the meeting and additional progress as made in all these areas. It was agreed that the Commission continue to address the legal issues surrounding the charter changes and move forward once a definitive legal opinion was received</li> <li>Commission has scheduled the August 20<sup>th</sup> Commission Meeting for Strategic Planning discussion. <b>Meeting cancelled</b></li> </ul> </li> </ul>
9)	Public Relations/ Marketing Program	<ul style="list-style-type: none"> <li>Greyskye is TTD's public relations / marketing firm</li> </ul>	On-going	<ul style="list-style-type: none"> <li>Monthly meetings have been held with Greyskye to discuss the following:               <ul style="list-style-type: none"> <li>Upcomings Events</li> <li>Newsletter</li> <li>Website updates</li> <li>Press Releases</li> </ul> </li> </ul>



<u>#</u>	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
10)	Substation Upgrades and Improvements	<ul style="list-style-type: none"> <li>Projects on-going in all substations to upgrade / maintain compliance with CONVEX / FERC requirements</li> </ul>	On-going throughout 2017-18 fiscal year	<ul style="list-style-type: none"> <li>T3 transformer replacement in progress, transformer has been ordered.</li> <li>Old T3 transformer has been taken out of service.</li> <li>Oil removed from transformer and properly disposed.</li> <li>Old transformer successfully removed on April 16<sup>th</sup>.</li> <li>Transformer manufacturer notified TTD on 4/30/18 of a manufacturing delay.</li> <li>TTD is working to develop an understanding of the delay and the effect on the project schedule.</li> <li>Witness testing scheduled for June 14-15, 2018.</li> <li>Witness test rescheduled for July 16-17, 2018 due to a factory delay.</li> <li>T3 Transformer passed the witness test.</li> <li>T3 Transformer delivered on July 31<sup>st</sup></li> </ul>

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
11)	18 Rowan Street Renovation	<ul style="list-style-type: none"> <li>Property Acquired, house demolished and lot repaved</li> <li>Final step is to site a material storage facility on the site</li> </ul>	Summer of 2018	<ul style="list-style-type: none"> <li>Since May 2017, the CAM Application was submitted.</li> <li>Met with Gill &amp; Gill to review project and develop bid specs</li> <li>Bid packages being developed and will be available in January.</li> <li>Revised project schedule being developed.</li> <li>Bids received from 4 companies. Price exceeded expectations. Value engineering recommendations were requested from the bidders.</li> <li>Review of bids and valued engineering taking place.</li> <li>Contractor selected and approved by Commission on March 5<sup>th</sup></li> <li>Contract is being reviewed by attorneys</li> <li>Contract signed</li> <li>Meeting with Contractor and Gil &amp; Gil held on June 7<sup>th</sup></li> <li>Monthly status meetings planned</li> <li>Project submittals being reviewed and approved by TTD and Gil &amp; Gil</li> </ul>
12)	<u>MISCELLANEOUS</u> <ul style="list-style-type: none"> <li>Annual Revenue/Expense Budget/ Five Year Capital Budget for FY 2018-19</li> </ul>	Preliminary discussions being held with staff on 2018-19 budget process	2018-19 budgets will be presented to the Commission in May/June of 2018	<ul style="list-style-type: none"> <li>Started the internal budget process to prepare the 2018-19 budget.</li> <li>Draft budget to be sent to Commission mid to end of May for review</li> <li>Draft budget sent to Commission on May 25<sup>th</sup></li> <li>Budget approved by Commission on June 25, 2018</li> </ul>

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
	<ul style="list-style-type: none"> <li>Norden Generators</li> </ul>	Periodic testing for “Black Start” backup to the Norden facility and run into the ISO LFR Market	On-going	<ul style="list-style-type: none"> <li>January 2017 - Nox stack testing was performed with State of CT – passed with no issues</li> <li>November 2017 – Spot audit from CT DEEP – passed with no issues</li> <li>Received revenue forecast update from CMEEC. Increase in revenues projected for the summer months (Jun – Sep) based on results of the summer LFR auction.</li> <li>Received a Consent Order from CT DEEP regarding stack testing issue from 2013. Commission addressed the issue at the June 25<sup>th</sup> Commission meeting.</li> <li>Consent order civil penalty has been paid and accepted by CT DEEP.</li> </ul>
	<ul style="list-style-type: none"> <li>Solar Projects</li> </ul>	Potential projects discussed with residential and commercial customers	On-going	<ul style="list-style-type: none"> <li>Staff continues to work with customers interested in pursuing solar projects in TTD’s service territory.</li> <li>Commission approved a solar project for the East Norwalk Library.</li> <li>Met with Library Board to explain the project.</li> <li>Project expected to start within the next month.</li> <li>RFP created and available for an “Interactive / Smart Battery / Onsite Power Storage System” for the library</li> <li><b>Bids received for battery storage and are being reviewed.</b></li> <li><b>Request for approval – Oct 1<sup>st</sup> meeting</b></li> </ul>



<u>#</u>	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
	<ul style="list-style-type: none"> <li>Annual Financial Audit (FYE 6/30/18)</li> </ul>		Expected completion date – Oct 15 <sup>th</sup> of each year	<ul style="list-style-type: none"> <li>Engagement letter executed with Hope and Hernandez</li> <li><b>Audit proceeding as scheduled</b></li> </ul>
	<ul style="list-style-type: none"> <li>Commercial Customer Visits</li> </ul>	On-going as schedules permit	Throughout 2018	<ul style="list-style-type: none"> <li>Met with owner of 25 Van Zant Street</li> <li>Will schedule visits with customers throughout the coming year</li> <li>Met with Dooney &amp; Bourke</li> </ul>
	<ul style="list-style-type: none"> <li>Economic Development Initiatives</li> </ul>	On-going meetings with Elizabeth Stocker, the City of Norwalk's Economic Development Director and Laoise King, City of Norwalk's Chief of Staff	Throughout 2018	<ul style="list-style-type: none"> <li>GGP – not proceeding with second service to mall.</li> <li>Elizabeth Stocker, no longer with the city. Will determine the next appropriate steps.</li> </ul>

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
13)	State (CT DOT) Bridge Projects	Initial letter from CT DOT to TTD issued in March 2016. Regular updates have been received from CT DOT / Parsons Brinkerhoff as information is required	Remainder of 2016 into 2017 and beyond	<ul style="list-style-type: none"> <li>• May 2017 – Continued to work with CT DOT officials on the various bridge projects through attendance at scheduled meetings, etc. Several of these projects are reaching the 30% design/development phase, which triggers additional meetings and coordination efforts.</li> <li>• Since May – Staff is continuing to attend meetings and monitor the project.</li> <li>• Requested and received from the State of CT the current listing of properties that are being acquired for the projects.</li> <li>• Requested updated list of properties being acquired from the State of CT following the redesign/change to the location of the Fort Point St RR Bridge.</li> <li>• Received information from the State that no additional full acquisitions are occurring. Re-requested a list of properties from the State.</li> <li>• Received and forwarded to the Commission the revised listing of properties affected by the state projects.</li> <li>• Received the 60% project submissions from the State of CT. TTD reviewing the submissions and meeting with State to review.</li> </ul>
14)	LED Flood/Security Light Upgrade	On-going until completed	To be finalized in 2018	<ul style="list-style-type: none"> <li>• 99% of the security lights have been upgraded to LED.</li> </ul>

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
15)	Verizon Small Cell Antenna Project/Co-Location Equipment Attachments	<ul style="list-style-type: none"> <li>Verizon request to attach “Small Cell Antennas” on certain TTD poles. We anticipate they will attach to three to five poles in the system.</li> <li>CMEEC Legal is developing a “Master Lease Agreement” on behalf of the MEU’s statewide outlining the terms and conditions for attachment</li> </ul>	In process – finalizing in the next 30-60 days	<ul style="list-style-type: none"> <li>May 2017 – Final comments have been received from all the Municipals on a draft of a Master Lease Agreement with Verizon. A “Lease Rate” is part of this agreement, similar to what we charge Cablevision for a pole attachment rate, and will result in some small incremental revenue to TTD on an annual basis (less than \$1,000/year)</li> <li>Master Lease Agreement has been finalized by CMEEC Attorney and Verizon. Other MEUs have executed the agreement with Verizon</li> <li>Verizon interested in attaching to multiple TTD poles</li> <li>Attachment rate needs to be developed</li> </ul>
16)	Commercial Lighting Retrofits	On-going	On-going	<ul style="list-style-type: none"> <li>December 2017 – The above commercial customers have not moved forward with the retrofits.</li> <li>Staff reviewing the forms used for the lighting projects, possible changes to be implemented.</li> <li>Discussions with Dooney and Bourke on possible lighting retrofit project.</li> <li><b>Lighting project completed at the Marvin</b></li> </ul>

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
17)	Library Roof Projects	On-going	Roof – end of fiscal year 2018	<ul style="list-style-type: none"> <li>• Roof project – RFP developed and due by Thursday, April 13<sup>th</sup>. Recommendation to be presented to the Commission at the April 16<sup>th</sup> Commission Meeting</li> <li>• Contract being reviewed</li> <li>• Roof scheduled to be completed by June 23<sup>rd</sup></li> <li>• Roof completed by contractor.</li> <li>• Working through change order requests from the contractor with Gil &amp; Gil</li> <li>• Change order issues have been resolved with the contractor. This will require additional allocation of funds from the Commission.</li> <li>• Status of roof ventilation system to be determined</li> </ul>
18)	Veteran's Park Ice Rink		Fall – Winter months	<ul style="list-style-type: none"> <li>• Staff to monitor status of rink installation</li> <li>• Rinks will not be returning to Vet's Park</li> </ul>
19)	Tree Trimming	On-going	<p>Tree trimming will typically occur during the winter months.</p> <p>Spot trimming will occur on an as needed basis during the spring, summer and fall.</p>	<ul style="list-style-type: none"> <li>• Streets trimmed in current fiscal year: Emmerson St, Myrtle St Ext, various other spot locations</li> <li>• Streets/areas planned for trimming: Roland St, Howard Ave, Triangle St, Winfield – Triangle to Duck, Strawberry @Winfield</li> </ul>